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★Army Regulation 600–4

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Personnel—General

Remission or Cancellation of Indebtedness for Enlisted Members

Summary. This regulation on remission or cancellation of indebtedness for enlisted members has been revised. It allows all Active Army enlisted members to submit an application for remission or cancellation of indebtedness. The revision also permits Army National Guard (ARNG) enlisted members on inactive duty training or active duty for training to apply for remission or cancellation of indebtedness for property issued by the United States to the ARNG that has been lost, damaged, or destroyed. The clause affecting the ARNG is retroactive to 1 October 1980 and is restricted to cases based on hardship. Guidance is included on the submission and processing of applications for remission or cancellation of indebtedness to the United States.

Applicability. This regulation applies to all enlisted Army members while serving on active duty. Also, it applies to the ARNG enlisted members on inactive duty training or active duty for training who are liable, as a result of a report of survey, for property issued by the United States to the ARNG that is lost, damaged, or destroyed as of 1 October 1980. It does not apply to members of Reserve Components with the exception of the ARNG as noted in the summary. The debt must be under the control of the Department of the Army and have occurred while the member served on active duty, except the ARNG as noted above. This regulation also applies during mobilization.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. Supplementation of this regulation is prohibited without prior approval from HQDA(DAPC–EPA–P), ALEX VA 22331.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DAPC–EPA–P), ALEX VA 22331.

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*This regulation supersedes AR 600–4, 1 August 1981.

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Chapter 1
General

1–1. Purpose
This regulation gives instructions for submitting and processing applications for remission or cancellation of indebtedness to the United States. Applications must be based on injustice, hardship, or both. This includes debts caused by errors in pay to or on behalf of a soldier (Department of Defense Military Pay and Allowances Entitlements Manual (DODPM), part 7, chap 7, sec C). Waiver of erroneous payments of pay and allowances other than travel or transportation may be considered under AR 37–10.

1–2. References
Required and related publications are listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities
a. The Secretary of the Army may remit or cancel a soldier's unpaid debts to the United States, or its instrumentalities, before or at the time of his or her honorable discharge if such action is in the best interests of the United States. This responsibility is by authority of section 4837, title 10, United States Code (10 USC 4837).

b. The Secretary of the Army may remit or cancel for good cause an ARNG member's liability when property issued by the United States to the ARNG is lost, damaged, or destroyed. This action is by authority of 32 USC 710(c), and applies to liability determined as a result of losses which occurred after 30 September 1980. The loss must be subject to a determination of liability under AR 735–11 or NGR 735–11.

c. The Secretary of the Army has designated the Commanding General (CG), US Army Military Personnel Center (MILPERCEN) to act for him or her in processing applications (*a* and *b* above). This will be done per this regulation.

d. The Assistant Secretary of the Army (Manpower and Reserve Affairs) will consider applications that are not within the authority of CG, MILPERCEN. They must show unusual circumstances within the scope of the authority of the Secretary of the Army (10 USC 4837 and 32 USC 710(c)).

e. The CG, MILPERCEN, will—

(1) Prepare policy and procedures for processing applications for remission or cancellation of debts to the US Government.

(2) Process applications for remission or cancellation of unpaid debts. When appropriate, send the application with a recommendation to the Assistant Secretary of the Army (Manpower and Reserve Affairs) for final decision (see *d* above).

(3) Maintain reports on the processed applications.

(4) Carry out the objectives of this regulation in all cases to protect the rights of the soldier and the interests of the Army.

(5) Advise and assist the directors of Headquarters, Department of the Army (HQDA) agencies, commanders of major Army commands, and the State adjutants general on matters pertaining to remission or cancellation of debts.

1–5. Objectives
The objectives of remission or cancellation are to—

a. Remit or cancel debts that are considered to be unjust.

b. End hardship or undue suffering.

1–6. Indebtedness that may be remitted or canceled under 10 USC 4837
A soldier's debts to the United States may be remitted of canceled on the basis of this regulation in cases arising from—

a. Payments made in error to a soldier.

b. Payments made in excess of an allowance on behalf of a soldier.

c. Debts incurred while serving as an officer of the US Army.

d. Debts acknowledged as valid.

e. Debts for which an appeal has been denied (DODPM, part 7, chap 7, sec D).

f. Debts for which waiver has been denied (DODPM, part 7, chap 7, sec F; AR 37–10; or 10 USC 2774).

g. Debts established in a report of survey (AR 735–11). (See para 1–7 and 1–11*e*).

1–7. Indebtedness that may be remitted or canceled under 32 USC 710(c)
On the basis of the standards of this regulation, a debt incurred by an ARNG soldier may be remitted or canceled under certain conditions. The debt must be established in a report of survey (AR 735–11 or NGR 735–11) for a loss or destruction of, or damage to, Government property issued to the ARNG. The remission or cancellation may only be requested for losses, destruction, or damage occurring after 30 September 1980. (See para 1–11*e*.)

1–8. Indebtedness that may *not* be remitted or canceled under 10 USC 4837
Indebtedness will not be remitted or canceled under the following conditions:

a. When a soldier's pay is not reduced promptly in connection with forfeiture of pay imposed by a court-martial sentence or under article 15 of the Uniform Code of Military Justice (UCMJ).

b. After discharge unless the soldier has reenlisted.

c. If a soldier will receive less than an honorable discharge at time of separation.

d. When a member of the Reserve Component is not on full-time active duty (Manuscript B–187078, Decision of the Comptroller General, 28 March 1977).

e. When a soldier is retired, whether the debt occurred before or after retirement.

f. When a soldier is held liable for damage or loss of property to another branch of service.

g. When debts are due to loss of public funds obtained or coverted to own use through fraud, larceny, embezzlement, or other unlawful means.

h. When debts are due to fines imposed by court-martial sentence.

1–9. Indebtedness that may *not* be remitted or canceled under 32 USC 710(c)

Debts will not be remitted or canceled—

a. After discharge from ARNG unless the soldier has reenlisted or extended the term of service.

b. When a soldier is retired, whether the debt occurred before or after retirement.

c. If a soldier will receive less than an honorable discharge at time of separation from ARNG.

1–10. Reducing problems of indebtedness

a. The commander is responsible for helping the soldier to resolve personal debts. This includes errors in pay. The local servicing military personnel officer (MILPO) and the finance and accounting officer (FAO) will help commanders to resolve indebtedness caused by administrative transactions.

b. Soldiers must make sure that their financial accounts are correct. They must review their monthly leave and earnings statement (LES) and report errors or discrepancies to the commander and the FAO. The most common areas for errors in the LES are as follows:

(1) Leave balance.

(2) Receipt of basic allowance for quarters (BAQ), station housing allowance (SHA), or the cost of living allowance (COLA) at the "with dependents" rate when it should be at the "without dependents" rate.

(3) Family separation allowance when the soldier is divorced and does not have legal custody of the child or children.

1–11. Conditions governing debt remission or cancellation

a. General. A soldier indebted to the US Government may request that the debt be remitted or canceled on the basis of hardship, injustice, or both. The debt must be within the scope of paragraphs 1–4, 1–6, and 1–7.

b. Limiting criteria. The CG, MILPERCEN, will *not* consider the request if the following applies:

(1) It was repaid or collected before the immediate commander signed the DA Form 3508–R (Application for Remission or Cancellation of Indebtedness). If a debt is paid in part, however, the remaining portion will be considered.

(2) There is evidence of fraud, larceny, or embezzlement on the part of the applicant.

(3) The amount is $100 or less and based on hardship only.

c. Waiver. Debts caused by erroneous payments other than travel or transportation allowances may be considered for waiver under AR 37–10. Amounts paid the Government will be refunded if waiver is approved. If a soldier is ineligible for remission or cancellation of a debt or for a portion of a debt, consideration may be given to a request for waiver. This may occur when—

(1) A soldier separates from active duty prior to a decision on his or her remission or cancellation of indebtedness case.

(2) A debt, or a portion of a debt, was collected prior to the commander's signature on the DA Form 3508–R.

d. Army Board for Correction of Military Records.

(1) Applications that may be considered for remission or cancellation, or waiver (AR 37–10), should not be sent to the Army Board for Correction of Military Records (ABCMR). However, a soldier may apply to the ABCMR under AR 15–185 if circumstances prevented consideration of the debt. (For example, a soldier is indebted for travel or transportation allowances and the debt was collected before the application was signed by the commander or the soldier separated from active duty before a final decision was made.) If the ABCMR approves the application, any payments due will be processed under AR 37–104–3, part 4, chapter 9.

(2) Any application for remission or cancellation of indebtedness inadvertently sent to the ABCMR will be forwarded to MILPERCEN for consideration.

e. Report of survey. Applications for remission or cancellation of debts as a result of a report of survey are considered if based on harship only. See *b* above for limiting criteria. A copy of the report of survey should be submitted with the application. Requests based on injustice *are not proper* for consideration of remission or cancellation. If the soldier believes the report of survey is erroneous or unjust, an appeal may be made under AR 735–11 or NGR 735–11. Final action on the application may be taken before a decision on the appeal when such action is in the best interests of the United States.

f. Determining collection or proration. Determination concerning collection or proration of a debt ending final action on an application is made per paragraph 3–5.

g. Final action. Notification and disposition of the

final action is made per paragraphs 3–6 and 3–7. Approval, partial approval, or disapproval of an application for remission or cancellation of indebtedness has no bearing on a soldier's entitlements.

1–12. Determining injustice or hardship

The Asistant Secretary of the Army (Manpower and Reserve Affairs), or CG, MILPERCEN, following the standards in this regulation, determines injustice or hardship on the basis of the information received. The following factors will be considered:

a. The Army's policy in the area of indebtedness (for example, excess leave or BAQ while living in Government quarters).

b. The soldier's awareness of policy and procedures. Past or present military occupational specialty (MOS), rank, years of service, and prior experience are taken into consideration.

c. The soldier's monthly income and expenses.

d. The soldier's contribution to the indebtedness by not having the situation corrected.

e. Additional income or assets (for example, spouse's salary, savings account, and bonds).

1–13. Additional factors for consideration in determining injustice

The application must contain evidence that—

a. The applicant did not know, and could not have known, of the error.

b. The applicant inquired of a proper authority and was told that the payment was correct.

1–14. Additional factors for consideration in determining hardship

a. Repayment will cause hardship because of excessive monthly expenses due to the following:

(1) Living in a high cost area.

(2) Living apart from family members because of military orders.

(3) Number and age of family members.

(4) Medical and dental bills that cannot be reimbursed.

(5) Other unusual expenses.

b. Expenses caused by living standards that are too high or by mishandling of funds are not a basis for a hardship case.

Chapter 2
The Soldier's Role in the Preparation of Applications

2–1. How to apply
Soldiers, with the help of their immediate commanders (para 3–1), will complete an original and four copies of DA Form 3508–R. The soldier will keep one copy for his or her records and submit the remainder to the commander. DA Form 3508–R will be reproduced locally on 8½- by 11-inch paper and printed front and back. A copy for local reproduction is at the end of the regulation.

2–2. Categories of indebtedness
Any debt may be considered for remission or cancellation unless precluded by paragraphs 1–8, 1–9, and 1–11*b*. Examples of debts (DA Form 3508–R, item 13) that may be considered for remission or cancellation are as follows:

a. Basic allowance for quarters (BAQ).
b. Basic allowance for subsistence (BAS).
c. Cost of living allowance (COLA).
d. Family separation allowance (FSA).
e. Station housing allowance (SHA).
f. Excess leave.
g. Household goods (HHG).
h. Hold baggage.
i. Dependent travel.
j. Mobile home.
k. Temporary duty (TDY).
l. Temporary lodging allowance (TLA).
m. Miscalculation of pay entry basic date (PEBD).
n. Foreign duty pay (FDP).
o. Flight pay.
p. Parachute pay.
q. Special duty assignment pay.
r. Proficiency pay (PROFP).
s. Enlistment bonus (EB).
t. Regular reenlistment bonus (RRB).
u. Selective reenlistment bonus (SRB).
v. Liability as a result of a report of survey.

2–3. Basis for application
a. *Hardship and Injustice*. If claiming both hardship and injustice, fill out all sections of the DA Form 3508–R. Enter "NA" for items that do not apply.

b. *Hardship*. If hardship only is claimed under DA Form 3508–R, item 15, fill out all items on the form. In section VII, include any unusual factors or obligations that could help prove that repayment would cause hardship.

(1) When claiming hardship, failure to fill out all sections of DA Form 3508–R will result in the application being returned for completion.

(2) When claiming hardship, refusal to fill out all sections of the form will result in the application being returned without action.

c. *Injustice*. If claiming injustice only, fill out sections I, VII, and VIII of the DA Form 3508–R.

2–4. Inclosures to applications
Include the following forms as inclosures. Send the form current at the time of the debt.

a. *Required inclosures*. Attach the following to DA Form 3508–R:

(1) Applicant's DA Form 2823 (Sworn Statement). (See para 2–6.)

(2) A clear copy of the latest DA Form 3686 (Test) (Military Leave and Earnings Statement) or DA Form 2139 (Military Pay Voucher).

(3) Documents that disclose cause, reason, category, amount, and inclusive period of indebtedness, such as:

(a) DD Form 139 (Pay Adjustment Authorization).

(b) Forms sent to the soldier by US Army Finance and Accounting Center (USAFAC) (for example, Adjustment Authorization and/or Information for Replies to Rebuttals).

(c) DA Form 4697 (Department of the Army Report of Survey).

(d) DD Form 362 (Statement of Charges for Government Property Lost, Damaged, or Destroyed).

(4) DA Form 2 (Personnel Qualification Record—Part I) or DA Form 2(RC) (Personnel Qualification Record—Reserve Components).

(5) DA Form 2–1 (Personnel Qualification Record—Part II).

(6) Statements from persons knowing the circumstances of the debt.

(7) Statements from reliable individuals having information on the debt indicating that approval would be in the best interests of the US Government and/or that collection would create hardship. Reasons must be fully explained.

(8) Any other evidence to support the case.

b. *Additional inclosures*. Attach the following:

(1) If the debt is caused by allotment overpayment.

(a) Copies of all authorizations (DA Form 1341 (Joint Uniform Military Pay System (JUMPS)—Army Allotment Authorization)) to start, stop, or change allotments during the period of indebtedness.

(b) Copies of DA Form 3686 (Test) (Military Leave and Earnings Statement) for the entire period of the indebtedness. Submit true copies when copies are not clear.

(2) If the debt is caused by excess weight of household goods. (Send only those forms that apply.)

(a) DD Form 1701 (Inventory of Household Goods).

(b) DD Form 1797 (Personal Property Counseling Checklist).

(c) DD Form 1299 (Application for Shipment and/or Storage of Personal Property).

(d) DD Form 619 (Statement of Accessorial Services Performed).

(e) DD Form 619–1 (Statement of Accessorial Services Performed (SIT Delivery and Reweigh)).

(f) DD Form 1750 (Packing List).

(g) SF 1103 (US Government Bill of Lading-Original).

(h) DD Form 1352 (Government Bill of Lading Correction Notice).

(i) DD Form 1671 (Reweigh of Personal Property).

(j) DD Form 1907 (Signature and Tally Record).

(k) DD Form 1162–1 (Schedule of Services and Rates for Household Goods) and DD Form 1162–3 (Basic Agreement for Storage of Household Goods and Related Services).

(l) DD Form 1163 (Offer of Services for Household Goods Storage).

(m) DD Form 1100 (Household Goods Storage Record).

(n) Other forms that apply.

(3) If the debt is caused by transportation of household goods under the Do–It–Yourself (DITY) Moving Program. (Send only those forms that apply.)

(a) DD Form 1299 (Application for Shipment and/or Storage of Personal Property).

(b) DD Form 1155 (Order for Supplies for Services/Request for Quotations).

(c) DD Form 1351–2 (Travel Voucher or Subvoucher).

(d) Other forms that apply.

(4) If the debt is caused by an erroneous payment or an overpayment. (Send only those forms that apply.)

(a) DD Forms 4/1 through 4/5 (Enlistment/Reenlistment Document-Armed Forces of the United States).

(b) DA Form 3286–17, Part VI (Statements for Enlistment-US Army Cash Bonus Enlistment Option).

(c) DA Form 1506 (Statement of Service-Computation of Length of Service for Pay Purposes).

(d) DA Form 2139 (Military Pay Voucher).

(e) DA Form 2349 (Military Pay Voucher (MECH)).

(f) DA Form 2522–R (Reenlistment Bonus Inquiry).

(g) DA Form 3339–R (Request for Extension of Current Period of Active Duty).

(h) DA Form 3340 (Request for Regular Army Reenlistment or Extension).

(i) DD Form 214 (Certificate of Release or Discharge from Active Duty).

(j) DD Form 1343 (Notification of Change in Service Member's Official Records).

(k) DD Form 149 (Application for Correction of Military or Naval Record Under the Provisions of Title 10, USC, Section 1552).

(l) DD Form 137 (Application for Basic Allowance for Quarters for Members with Dependents).

(m) DA Form 3298 (Authorization to State or Stop BAQ Credit).

(n) DD Form 137–3 (Parent's Dependency Affidavit).

(o) DD Form 884 (Application for Transportation for Dependents).

(p) DD Form 1475 (Basic Allowance for Subsistence-Certification).

(q) DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance).

(r) Other forms that apply.

2–5. Documents not immediately available

Funds collected before the commander signs the DA Form 3508–R will not be returned or cancelled. Therefore, do not delay sending the application to obtain the necessary documents (para 2–4). Instead, provide a list of the missing documents in the sworn statement and the approximate date they will be sent (para 2–6). Normally, final action will not be taken until the required documents are received.

2–6. Sworn statement

The applicant must submit a detailed sworn statement on DA Form 2823. If the form is not available, submit a written statement that has been countersigned by an officer having notary powers (10 USC 936 and UCMJ, Art 136) or by a notary public. The statement must include the following:

a. Circumstances. Include cause and reason for the debt.

b. Period involved.

c. Date of discovery.

d. Information about official notification of the debt—how, when, and who informed the soldier.

e. Suspicion or knowledge of error.

f. Whom the soldier informed of the error or suspicion of error.

g. Efforts made to have the error corrected (*f* above).

h. Efforts made to have the error corrected after notice of collection began.

i. Evidence to support efforts to correct the cause of debt.

j. Reason for delay (if any) in correcting error.

k. A full explanation concerning the use of the erroneous funds. Were they safeguarded or spent?

l. If injustice is claimed, an explanation for the claim.

m. If hardship is claimed, an explanation of the problems that repayment would cause.

n. A complete list of the attached inclosures (para 2–4).

o. A complete list of missing documents and the approximate date they will be sent (para 2–5).

Chapter 3
Administrative Procedures for Processing Applications

3–1. Immediate commander

The immediate commander will assist the soldier in applying under the regulation most advantageous to him or her (this regulation or AR 37–10). Before asking for personal information, the commander will tell the soldier of the "Data Required by the Privacy Act of 1974." (See top of DA Form 3508–R.) The commander will—

a. Help the soldier prepare the application.

b. Make sure that the facts are complete and accurate. When necessary, he or she will do the following:

(1) Ask the FAO or United States Property and Fiscal Officer (USPFO) and/or MILPO to explain the events that surround the debt.

(2) Confirm statements made by the soldier.

(3) Obtain statements or documentation from officials or agencies to support allegations made by the soldier.

c. Make sure that—

(1) The sworn statement is detailed and contains all data required in paragraph 2–6.

(2) All sections of DA Form 3508–R have been completed if hardship has been claimed.

(3) "NA" is entered on DA Form 3508–R where appropriate.

(4) Financial data is substantiated.

(5) Item 50 of the DA Form 3508–R is completed. The commander must sign and date the application.

(6) The required documents are attached. (See para 2–4.)

(a) Request that MILPO and FAO provide documents from the active duty soldier's military personnel records jacket (MPRJ) and personal financial record (PFR) that may relate to the case.

(b) Request that the ARNG State Headquarters and the USPFO attach documents to the case that are not at the unit but available at the State Headquarters or the USPFO.

(c) Request that the transportation officer (TO) provide related documents from the files if the case pertains to travel or transportation allowances.

d. Evaluate the application and all the evidence.

e. Recommend approval, in whole or in part, or disapproval in a military letter. Reasons will be provided for the recommendation and other information as follows:

(1) State how remission or cancellation would or would not serve the best interests of the US Government.

(2) State the effect on the soldier's ability to discharge credit obligations and to provide for family members, if any.

(3) Point out items that cannot be confirmed.

(4) Show if the soldier—

(a) Is at fault for being in debt.

(b) Could have prevented the debt.

(c) Could have been aware of the Army's policy in this area in view of past or present MOS, rank, years of service, or prior experience.

(d) Acted properly in trying to correct the error.

(e) Acted in good faith.

(5) State the amount of training the Active Army or ARNG has invested in the soldier.

(6) State briefly if the soldier's retention in the Army or ARNG is desirable. If not, give reasons.

(7) State the help that he or she gave the soldier in alleviating his or her debts.

(8) Briefly describe the soldier's efficiency and conduct. Include any major items of record, good or bad.

(9) Recommend that collection be suspended or that FAO or USPFO continue to withhold monies from the soldier's pay. (See paras 1–11*b*(1) and 3–5.)

f. Send the original and three copies of the military letter, with inclosures, to the following:

(1) The commander exercising special court-martial jurisdiction if the soldier is Active Army.

(2) The ARNG next higher field grade commander, if the soldier is ARNG on inactive duty training or active duty for training.

g. Advise FAO or USPFO about events that occurred after submitting the application that could affect the case. Information will be furnished on the following:

(1) Reassignment.

(2) Promotion or reduction in grade.

(3) Reenlistment, extension of term of service, or approval of retention beyond expiration term of service (ETS).

(4) Administrative or punitive action that may result in separation before the scheduled date.

(5) Any other major factor that may affect the final decision.

3–2. Commanders having special court-martial jurisdiction or Army National Guard next higher field grade commander

These commanders will—

a. Review the application to insure that the case is complete and documented. (See para 3–1.)

b. Return the case to the immediate commander if it is incomplete and not documented with a brief description of the data required.

c. Evaluate the application and all the evidence.

d. Recommend in an indorsement that the debt be approved, in whole or in part, or that it be disapproved. Reasons will be given for the recommendation.

e. Send the original and two copies of the application to the servicing FAO or USPFO.

3–3. Finance and accounting officer or United States Property and Fiscal Officer

The FAO or USPFO will—

a. Provide technical assistance to the commander upon request.

b. Attach any additional documents that may affect the case. (See para 3–1*c*(6).)

c. Insure that the required documents are included in the application. (See para 2–4.)

(1) Attach pay-related data that the immediate commander did not have. Return it by indorsement to the immediate commander if it could affect the case.

(2) Insure that the document stating amount, cause, reason, and inclusive period of indebtedness explains the cause of the debt. This document must clearly state the reason for nonentitlement to pay or allowance.

d. Review the commander's recommendations concerning suspension or withholding of pay. If directed by the immediate commander, and if proper, the following action will be taken:

(1) Stop collection as of the date the commander signed the application.

(2) Recredit amounts collected after that date.

(3) Advise the soldier of his or her pay status pending final decision on the application.

e. Fill out items 51 and 52 on DA Form 3508–R.

f. Send the application by indorsement to the commander having general court-martial jurisdiction or State adjutant general for resolution when—

(1) The immediate commander has not requested continued withholding of pay pending action by CG, MILPERCEN.

(2) The FAO or USPFO rules that the interests of the US Government could not be adequately protected because of the soldier's remaining service obligation (5 USC 5514).

(3) The matter cannot be resolved between the FAO or USPFO, the immediate commander, and the commander having special court-martial jurisdiction or ARNG next higher field grade commander.

g. Send an original and one copy of the application to HQDA(DAPC–EPA–P), ALEX VA 22331. In the indorsement to MILPERCEN, provide the following:

(1) Date the soldier was notified of the debt.

(2) Date the debt was entered for collection.

(3) Disbursing station symbol number (DSSN) and the automatic voice network (AUTOVON) number of the active duty soldier's servicing FAO.

(4) The JUMPS–RC input station number and the AUTOVON number of the ARNG soldier's USPFO, if applicable.

(5) Comment on any allegations concerning finance and accounting procedures.

(6) Recommend approval, in whole or in part, or disapproval. State reasons. Provide information to support the recommendation.

(7) Include report of investigation under AR 15–6, if applicable.

h. Advise MILPERCEN of events that occurred after submitting the application that could affect the case. (See para 3–1*g*.)

i. Send electrical message applications when the date of applying is 30 days or less before the soldier's separation from active duty or the ARNG. (See app B.) In addition, send the completed application, including DA Form 3508–R, to MILPERCEN.

j. Attach a copy of the DA Form 3508–R to the original adjustment authorization when made by USAFAC. They will be returned to USAFAC under AR 37–104–3, paragraph 70722*b*.

k. Collect the remaining debt if final action on the application has not been received by the date of separation from active duty or ARNG (5 USC 5514; DODPM, table 7–7–6; and AR 37–104–3, part 7). However, paragraph 3–5*b* applies if the soldier reenlists immediately or service is extended.

3–4. Commanders having general court-martial jurisdiction or State adjutants general

If paragraph 3–3*f* is a factor, these commanders will do the following:

a. Review paragraph 3–5 regarding collection and proration of debt pending final action on the application.

b. Evaluate all financial data and recommendations concerning proration of the debt, including soldier's statement.

c. If required, contact the immediate commander to obtain documents to support monthly income, expenses and assets (for example, savings accounts and bonds).

d. Resolve the issue of debt proration. If it is decided that this action is proper, determine the amount and the date it should begin.

e. Attach any additional documents that may affect the case. (See para 2–4.)

f. Return the application by indorsement to the FAO or USPFO.

3–5. Collection and proration pending final action on application

a. Monies for a debt must be repaid by the end of the expected period of active duty (5 USC 5514) or term of service. If repayment can be made, the following actions will be taken:

(1) Stop collection as of the date the immediate commander signs the application (received by military letter) unless the soldier desires otherwise.

(2) Recredit to the soldier's account any amounts collected on or after that date.

b. Determine if section 5514 of title 5, USC, is a factor and if the soldier intends to extend the term of serv-

ice or reenlist (DA Form 3508–R, item 6). If so, he or she may request partial or total collection during the new enlistment if full collection of the debt before separation would—

(1) Require total or nearly total withholding of final pay.

(2) Cause hardship.

c. Determine whether or not it is possible to pay the debt in full before the end of the expected period of active duty or term of service. If not, the commander should direct the FAO or USPFO to prorate the debt by withholding the sum from the soldier's pay. Amounts withheld after the commander signs the application will be refunded to the soldier if the debt is remitted or canceled. The amount remitted or canceled is that which is proper as determined by the Secretary of the Army or his or her designee.

d. Following is an example of debt proration: The soldier states that he or she does not intend to reenlist or extend the term of service or that he or she is undecided (DA Form 3508–R, item 6). The debt owed is $1,000.08 and the ETS is in 12 months. Monthly expenses subtracted from monthly income leave a balance of $150.00 (DA Form 3508–R, item 45*c*). Monthly expenses seem reasonable. The soldier has no other available funds (DA Form 3508–R, item 40). A collection of the minimum amount over the maximum period of time ($1,000.08 divided by 12 months) equals $83.34. This amount withheld each month should not cause hardship to the soldier or family members. However, it will insure payment of the debt by the end of the expected period of active duty or term of service. If the debt is remitted or canceled, any amount paid will be refunded to the soldier.

e. Coordinate with the FAO or USPFO to reduce the amount withheld each pay period if the withholding of a soldier's pay causes hardship. If an agreement cannot be reached, the commander having general court-martial authority or State adjutant general will make the decision. (See para 3–3*f* and 3–4.)

3–6. Notification and disposition of final action

CG, MILPERCEN, will inform the servicing FAO or USPFO, in writing, of the final decision on the application. The FAO or USPFO will—

a. Adjust the soldier's pay account (AR 37–104–3, para 70706) when he or she receives notice of final action from MILPERCEN.

(1) If all items are approved, the FAO or USPFO will credit the soldier's pay account with any amount withheld after the date the application was signed by the commander.

(2) If the application is disapproved or is approved for partial remission, the FAO or USPFO will begin or reinstate collection. Reinstated collection will include the amounts withheld. If a refund is due because of partial remission or cancellation, the amount will be returned.

(3) Collection of amounts withheld normally will not be further suspended even if a request for reconsideration is submitted. If hardship would result, paragraph 3–5 applies.

b. Send a copy of the decision to the soldier through the chain of command, with appropriate information included as follows:

(1) The status of the collection.

(2) The amount of pay withheld (if any) to be refunded to the soldier.

(3) When the refund (if any) may be expected.

c. Send the following to Commander, USAFAC, Department 20, Indianapolis, IN 46249:

(1) The original decision. This is proof of any repayment or for the renewal of collections (AR 37–104–3, part 9, chap 7).

(2) The document that disclosed cause, reason, category, amount, and inclusive period of indebtedness, such as the DD Form 139.

d. File a copy of the decision in the soldier's PFR or send to the soldier's ARNG unit for filing in PFR as a permanent record.

3–7. Notification of final action on message applications

a. CG, MILPERCEN, will make the final decision on message applications except when action under paragraph 1–4*d* is required. The reply by message to FAO or USPFO will state whether the request is approved, in whole or in part, or disapproved.

b. When the FAO or USPFO receives the approval, partial approval, or disapproval, he or she will enter the following in item 11 of the final DA Form 2139 (Military Pay Voucher).

(1) A brief explanation of the debt.

(2) Remission or cancellation of the debt requested by message date-time group (DTG)____. Amount approved $_____, amount disapproved $_____ by MILPERCEN message DTG ____.

c. Disposition of the final action will be made per paragraph 3–6.

Appendix A
References

Section I
Required Publications

AR 15–6 (Procedures for Investigating Officers and Boards of Officers). Cited in paragraph 3–3*g*(7).

AR 37–10 (Waiver of US Claims for Erroneous Payments of Pay and Allowances). Cited in paragraphs 1–1, 1–6*f*, and 1–11*c* and *d*.

AR 37–104–3 (Military Pay and Allowances Procedures: Joint Uniform Military Pay System, Army (JUMPS-Army)). Cited in paragraphs 1–11*d*(1), 3–3*j* and *k*, and 3–6*a* and *c*.

AR 735–11 (Accounting for Lost, Damaged, and Destroyed Property). Cited in paragraphs 1–4*b*, 1–6*g*, 1–7, and 1–11*e*.

Misc Pub 13–1 (DOD Military Pay and Allowances Entitlements Manual). Cited in paragraphs 1–1, 1–6*e* and *f*, and 3–3*k*.

Uniform Code of Military Justice Cited in paragraphs 1–8*a* and 2–6.

Section II
Related Publications*

AR 15–185 (Army Board for Correction of Military Records).

NGR 735–11 (Accounting for Lost, Damaged, and Destroyed Property).

*A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

Appendix B
FAO or USPFO Guidance in Preparing and Sending Message Applications

B–1. Normally, substantiating documentation is needed to support remission or cancellation of a debt. Therefore, message applications may be used only when the following applies:

a. The soldier's term of service expires in 30 days or less.

b. The circumstances surrounding the debt can be adequately described.

c. The application has been processed per chapters 2 and 3.

B–2. One the basis of the processed application, send the following information to CDRMILPERCEN ALEX VA//DAPC–EPA–P//. Extract information pertaining to the item numbers from DA Form 3508–R. Enter "NA" for items that are not applicable.

a. Provide data on the soldier's status from the following items:

(1) Item 2.
(2) Item 3.
(3) Item 4.
(4) Item 6.
(5) Item 7.
(6) Item 9.
(7) Item 10.
(8) Item 11.
(9) Item 12.

b. Provide the following information about the debt:

(1) Item 13.
(2) Item 51.
(3) A detailed explanation of the debt; that is, how it was incurred, the inclusive period, and the reason for nonentitlement. (This information should be taken from section VII and the soldier's sworn statement.)

c. Provide information about the basis for the request; that is, hardship, injustice, or both (item 15). If injustice is claimed, refer to the soldier's sworn statement.

d. If hardship has been claimed, provide data from the following items:

(1) Item 16*c*.
(2) Item 18.
(3) Item 20.
(4) Item 32.
(5) Item 33.
(6) Item 34.
(7) Item 35.
(8) Item 38.
(9) Item 39.
(10) Item 40*h*.
(11) Item 42.
(12) Item 45*a*.
(13) Item 45*b*.
(14) Item 45*c*.
(15) Item 47, if applicable.
(16) Item 48 (extract information pertaining to hardship data).

e. Provide a statement of the soldier's pay account from the latest DA Form 3686 (Test) or DA Form 2139.

f. State whether expenses appear reasonable or excessive. Explain.

g. Provide recommendations by all commanders, State adjutant general, and the FAO or USPFO.

h. Provide the telephone or AUTOVON numbers of the soldier's unit (item 4) and the FAO or USPFO.

B–3. Concurrently, send two copies of the completed application to HQDA (para 3–3*i*).

B–4. Provide information on events that occurred after sending the message application that could affect the case. (See para 3–1*g* and 3–3*h*.)

Glossary

Section I
Abbreviations

ABCMR ..... Army Board for Correction of Military Records
AER ..... Army Emergency Relief
AR ..... Army regulation
ARNG ..... Army National Guard
art ..... article
AUTOVON .... automatic voice network
BAQ ..... basic allowance for quarters
BAS ..... basic allowance for subsistence
BASD ..... basic active service date
CB ..... citizens band
Cdr ..... commander
CG ..... commanding general
COLA ..... cost-of-living allowance
DD Form ..... Department of Defense form
DITY ..... do-it-yourself
DMOS ..... duty military occupational specialty
DODPM ..... Department of Defense Military Pay and Allowances Entitlements Manual
DSSN ..... disbursing station symbol number
DTG ..... date-time group
EB ..... enlistment bonus
ETS ..... expiration term of service
FAO ..... finance and accounting office(r)
FDP ..... foreign duty pay
FICA ..... Federal Insurance Contributions Act
FSA ..... family separation allowance
HHG ..... household goods
HQDA ..... Headquarters, Department of the Army
JUMPS ..... Joint Uniform Military Pay System
LES ..... leave and earnings statement
MECH ..... mechanized
MI ..... middle initial
MILPERCEN .. United States Army Military Personnel Center
MILPO ..... military personnel office(s)
MOS ..... military occupational specialty
MPRJ ..... Military Personnel Records Jacket, US Army
NA ..... not applicable
NGR ..... National Guard regulation
No. ..... number
PEBD ..... pay entry basic date
PFR ..... personal financial record
PMOS ..... primary military occupational specialty
PROFP ..... proficiency pay
RC ..... Reserve Components
RRB ..... regular reenlistment bonus
SF ..... standard form
SGLI ..... Serviceman's Group Life Insurance
SHA ..... station housing allowance
SIT ..... statement of inventory transaction
SRB ..... selective reenlistment bonus
SSN ..... social security number
TDY ..... temporary duty
TLA ..... temporary lodging allowance
TO ..... transportation officer
TV ..... television
UCMJ ..... Uniform Code of Military Justice
USAFAC ..... United States Army Finance and Accounting Center
USC ..... United States Code
USPFO ..... United States Property and Fiscal Officer
VA ..... Veterans Administration

Section II
Terms

Erroneous payments
A payment of pay and/or allowances to which the soldier is not entitled.

Family member
As used in this regulation, a person who qualifies for dependency benefits under certain conditions (for example, spouse or unmarried child).

Hardship
Repayment that greatly affects the welfare of a soldier, his or her family members, or both, or causes them to suffer unduly.

Injustice
Wrongs or misrepresentation on the part of the Government that are caused by persons acting in their official capacity. For example, unentitled BAQ authorized and paid by a finance office or erroneous payment to a soldier who receives the payment in good faith, and without fault, prior knowledge, or reason to suspect an error.

Overpayment
Payment that is in excess of that to which the soldier is entitled.

Soldier
Enlisted member.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

DISTRIBUTION: To be distributed in accordance with DA Form 12–9A requirements for AR, Personnel General. Active Army, A; ARNG, A; USAR, D.

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APPLICATION FOR REMISSION OR CANCELLATION OF INDEBTEDNESS

For use of this form, see AR 600-4; the proponent agency is MILPERCEN.

Use additional blank sheet for continuation of items identifying each item by number.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 USC Section 4837 and 32 USC Section 710.
PRINCIPAL PURPOSE: To evaluate an application from an enlisted member for remission and cancellation of a debt to the United States.
ROUTINE USES: Information provided in this form, and other supporting documentation *(including message applications)* serves to substantiate your request, and will be used as a basis to support recommendation for approval or disapproval. This documentation will be maintained as a part of your Personal Financial Record.
DISCLOSURE: Voluntary. However, failure to supply all pertinent information may result in the request being returned without action.

INSTRUCTIONS: (Answer each question. Questions that are not applicable, state NA.)

SECTION I

1. **TO:** *(Complete address and telephone number of unit Cdr.) (Include AUTOVON number)*

2. **FROM:**
   a. NAME *(Last, first, MI)* _____
   b. RANK _____ c. PAY GRADE _____
   d. SOCIAL SECURITY NUMBER _____

3. SERVICE DATA
   a. ETS _____ d. PMOS _____
   b. BASD _____ e. DMOS _____
   c. PEBD _____

4. PRESENT ORGANIZATION, STATION AND TELEPHONE NO. *(Include AUTOVON number)*
   a. _____
   b. AUTOVON NO. _____

5a. STATION/UNIT WHERE DEBT INCURRED *(Include the State)*
   _____
   _____
   b. DATE DEBT INCURRED _____
   c. DSSN AT TIME DEBT INCURRED _____

6. INTEND TO
   a. REENLIST ☐YES ☐NO
   b. EXTEND ☐YES ☐NO
   c. ☐UNDECIDED

7. MARITAL STATUS
   ☐MARRIED ☐NEVER MARRIED ☐WIDOWED ☐DIVORCED ☐LEGALLY SEPARATED ☐SEPARATED

8. NAME OF SPOUSE *(Last, first, MI, maiden)*

9. DOES SPOUSE RESIDE WITH SOLDIER
   ☐YES ☐NO *(If no, explain)*

10. IS SPOUSE IN MILITARY
   ☐YES *(If yes, list spouse's SSN, BASD, ETS)* ☐NO
   a. SOCIAL SECURITY NUMBER _____
   b. BASD _____ c. ETS _____

11. WAS SPOUSE IN MILITARY
   ☐YES *(If yes, list spouse's SSN, BASD, ETS)* ☐NO
   a. SOCIAL SECURITY NUMBER _____
   b. BASD _____ c. ETS _____

12. NAME OF FAMILY MEMBERS *(Other than spouse)*	RELATIONSHIP	DATE OF BIRTH	RESIDE WITH SOLDIER *(If no, explain in item 48)*
			☐YES ☐NO
			☐YES ☐NO
			☐YES ☐NO
			☐YES ☐NO
			☐YES ☐NO

13. INITIAL AMOUNT AND CATEGORY OF INDEBTEDNESS *(i.e., BAQ; BAS; FSA; COLA; SHA; HHG; EB, RRB, Report of Survey, etc.)*
   AMOUNT _____ CATEGORY _____
   AMOUNT _____ CATEGORY _____
   AMOUNT _____ CATEGORY _____
   TOTAL _____

14. DATE APPLICANT NOTIFIED OF INDEBTEDNESS

15. APPLICATION BASED ON
   ☐HARDSHIP ☐INJUSTICE ☐BOTH

COMPLETION OF SECTION II, III, IV, V, AND VI NOT REQUIRED IF APPLICATION IS BASED ON INJUSTICE ONLY. TURN TO SECTION VII.

SECTION II - *(INCOME)*			DO NOT LIST ANY ONE EXPENSE IN TWO DIFFERENT LOCATIONS **SECTION III** - *(EXPENSES)*	
AVERAGE MONTHLY INCOME	HUSBAND	WIFE	AVERAGE MONTHLY EXPENSES	
16a. MONTHLY GROSS MILITARY SALARY	$	$	21. RENT OR MORTGAGE PAYMENT	$
16b. MONTHLY GROSS CIVILIAN SALARY	$	$	22. FOOD	$
16c. TOTAL GROSS SALARY	$	$	23. TELEPHONE	$
17a. DEDUCTION			24. UTILITIES	$
FEDERAL, STATE, AND LOCAL INCOME TAXES	$	$	25. LAUNDRY	$
17b. SGLI/SOLDIER'S HOME	$	$	26. CLOTHING	$
17c. FICA	$	$	27. MEDICAL *(Nonreimbursable)*	$
17d. OTHER *(Specify)* *(Do not list allotments or debt payments - list only normal deductions)*			28. CAR OPERATING EXPENSE *(Gas, etc)*	$
			29a. CAR INSURANCE	
			b. OTHER INSURANCE - NOT INCLUDED IN 17d *(Specify)*	$
			30. OTHER TRANSPORTATION EXPENSE *(bus, train, etc.)*	$
17e. TOTAL DEDUCTIONS *(Item 17a through 17d)*	$	$	31. OTHER LIVING EXPENSES NOT LISTED IN SECTION IV *(Specify)*	$
18. NET TAKE HOME PAY *(Subtract item 17e from item 16c)*	$	$		
			32. SUB TOTAL	$
19. PENSION COMPENSATION, CHILD SUPPORT, ALIMONY, VA BENEFITS, OR OTHER INCOME *(Specify)*	$	$	33. ALLOTMENTS *(Total from Section IV, item 37g)*	$
			34. MONTHLY PAYMENTS ON INSTALLMENT CONTRACTS AND OTHER DEBTS *(Total from Section IV, item 36f)*	$
20. TOTAL MONTHLY NET INCOME *(Item 18 plus item 19)*	$	$	35. TOTAL MONTHLY EXPENSES *(Items 32 through 34)*	$

SECTION IV

(INSTALLMENT CONTRACT AND OTHER DEBTS)

Show here ALL debts which you are required to pay in regular monthly installments, such as Government debt, car, television, washing machine, payments to retailers, banks, finance companies, repayment of money borrowed for any purpose, doctor bills, hospital bills, etc. DO NOT include living expenses or allotments. NOTE: If payment of a debt is not on a monthly basis, write "0" in column f and describe arrangements in Section VII - REMARKS.

NAME AND ADDRESS OF CREDITOR *a*	DATE DEBT INCURRED *b*	PURPOSE OF DEBT *c*	ORIGINAL AMOUNT OF DEBT *d*	UNPAID BALANCE *e*	AMOUNT DUE MONTHLY *f*	AMOUNT PAST DUE *(If any)* *g*	LIQUIDATION DATE *h**
36a.			$	$	$	$	
36b.			$	$	$	$	
36c.			$	$	$	$	

SECTION IV *(Continued)*

NAME AND ADDRESS OF CREDITOR *a*	DATE DEBT INCURRED *b*	PURPOSE OF DEBT *c*	ORIGINAL AMOUNT OF DEBT *d*	UNPAID BALANCE *e*	AMOUNT DUE MONTHLY *f*	AMOUNT PAST DUE *(If any)* *g*	LIQUIDATION DATE *h**
36d.			$	$	$	$	
36e.			$	$	$	$	
36f. **TOTAL**			$	$	$	$	

*IF REVOLVING ACCOUNT, STATE ACTUAL DATE ACCOUNT WILL BE LIQUIDATED IF NO OTHER PURCHASES ARE MADE

(ALLOTMENTS CURRENTLY IN EFFECT)

CLASS *a*	DATE STARTED *b*	PURPOSE *(i.e., car, furniture, savings)* *c*	PAYEE *d*	AMOUNT *e*	ESTIMATED EXPIRATION DATE *(Provide date obligation will be paid in full)* *f*
37a.		SUPPORT a. b. c.		$	
37b.		INSURANCE a. b. c.		$	
37c.		FINANCIAL INSTITUTION *(Specify - Institution and purpose)* a. b. c.		$	
37d.		OTHER *(i.e., Red Cross, AER, etc.) (Specify)* a. b. c.		$	
37e. SUBTOTAL *(Add 37a through 37d)*				$	
37f. PROVIDE TOTAL AMOUNT FROM 37a THROUGH 37d THAT GOES INTO SAVINGS ACCOUNT				$	
37g. **TOTAL** *(Subtract line 37f from 37e)*				$	

SECTION V

(ADDITIONAL DATA)

38a. HAVE YOU EVER DECLARED BANKRUPTCY	b. DATE DISCHARGED FROM BANKRUPTCY	c. LOCATION OF COURT *(City and State)*	d. DOCKET NUMBER, IF KNOWN

39. ENLISTMENT OR REENLISTMENT BONUS. LIST EACH INCREMENT OF SRB BONUS. PROVIDE INFORMATION FOR ANY BONUS RECEIVED DURING THIS ENLISTMENT/ REENLISTMENT AND ANY KNOWN AMOUNTS TO BE RECEIVED IN THE FUTURE.

TYPE OF BONUS	AMOUNT RECEIVED	DATE(s) RECEIVED	AMOUNT TO BE RECEIVED	DATE(s)	INCREMENTS WILL BE RECEIVED
a. EB	$		$		
b. SRB	$		$		
c. RRB	$		$		
d. OTHER	$		$		
e. **TOTAL**	$		$		

40. CASH *(Items a-g: Provide total amount, not monthly amount for each category)*

a. CHECKING	$
b. SAVINGS	$
c. BUILDING AND LOAN	$
d. US SAVINGS BONDS *(Current value)*	$
e. OTHER BONDS *(i.e. Municipal)*	$
f. OTHER *(Specify)*	$
g. CASH ON HAND	$
h. **TOTAL**	$

41. REAL ESTATE OWNED OR BEING PURCHASED *(Approximate retail value)*

$

$

$

42. PURCHASES SINCE AWARENESS OR NOTIFICATION OF INDEBTEDNESS *(Specify: TV; CB; Stereo; Appliances; Furniture; Jewelry; Photographic equipment, etc. and cost.)*

a. $

b. $

c. $

43. VEHICLES *(List all)*

	MAKE	YEAR	MODEL	MILEAGE	DATE PURCHASED
AUTOMOBILE					
TRUCK					
MOTOR CYCLE					
TRAILER					
CAMPER					
BOAT					

44. OTHER ASSETS *(Not listed in item 43)*

SECTION VI

SUMMARY

45a. COMBINED MONTHLY INCOME *(Section II, item 20)*	b. COMBINED MONTHLY EXPENSES *(Section III, item 35)*	c. BALANCE *(Subtract 45b from 45a)*
TOTAL FOR APPLICANT AND SPOUSE $ _____	TOTAL FOR APPLICANT AND SPOUSE $ _____	$ _____

46. HOW MUCH OF THE BALANCE IN ITEM 45c CAN YOU APPLY TO YOUR DEBT TO THE US GOVERNMENT ON A MONTHLY BASIS	47. IF TOTAL MONTHLY EXPENSES EXCEED MONTHLY INCOME, HOW DO YOU PAY THE DIFFERENCE
$ _____	

SECTION VII

REMARKS

48. USE THIS SPACE AND ADDITIONAL SHEETS IF NECESSARY TO SUPPLY ANY OTHER PERTINENT INFORMATION AND TO CONTINUE YOUR ANSWERS TO PREVIOUS ITEMS. INDICATE ITEM NUMBER*(s)* TO WHICH YOUR COMMENTS APPLY. *(DO NOT USE FOR SWORN STATEMENT)*

SECTION VIII

CERTIFICATIONS

49. I *(we)* AFFIRM THAT THE INFORMATION CONTAINED HEREIN IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY *(our)* KNOWLEDGE AND BELIEF. THE SWORN STATEMENT AND REQUIRED INCLOSURES ARE ATTACHED. *(Spouse's signature is not required when application is based on injustice only).*

DATE	APPLICANT'S SIGNATURE	DATE	SIGNATURE OF SPOUSE

PENALTY - THE LAW PROVIDES SEVERE PENALTIES WHICH INCLUDE FINE AND IMPRISONMENT, OR BOTH FOR THE WILLFUL SUBMISSION OF ANY STATEMENT OR EVIDENCE OF A MATERIAL FACT, KNOWING IT TO BE FALSE. (18 USC 1001 provides a penalty as follows: A maximum fine of $10,000 or maximum imprisonment of 5 years, or both.)

50. VERIFICATION BY IMMEDIATE COMMANDER OF FINANCIAL DATA

a. I have seen documentation which substantiates that the financial data is correct. ☐YES ☐NO ☐NA

b. I will ☐ have ☐prepare(d) a military letter per para 3-1, AR 600-4.

DATE	NAME OF IMMEDIATE COMMANDER *(Type or print)*	SIGNATURE

SECTION IX

FOR FAO OR USPFO USE ONLY

51. COLLECTION OF DEBT SUSPENDED ☐YES ☐NO

a. AMOUNT COLLECTED PRIOR TO SUSPENSION $ _____

b. AMOUNT BEING COLLECTED MONTHLY $ _____

c. AMOUNT UNCOLLECTED DATE OF COMMANDER'S SIGNATURE *(Item 50)* $ _____

d. AMOUNT UNCOLLECTED THIS DATE $ _____

DATE	SIGNATURE *(FAO OR USPFO)*

52. VERIFICATION BY FAO OR USPFO *(Checklist) (All items listed below must be completed or attached, as applicable.)*

☐ ALL APPLICABLE ITEMS OF THE APPLICATION HAVE BEEN COMPLETED.

☐ APPLICATION HAS BEEN SIGNED BY APPLICANT AND SPOUSE, IF APPLICABLE.

☐ APPLICATION HAS BEEN VERIFIED BY IMMEDIATE COMMANDER.

☐ APPLICANT'S SWORN STATEMENT.

☐ A COPY OF THE APPLICANT'S MILITARY LEAVE AND EARNINGS STATEMENT *(DA Form 3686(Test))* OR MILITARY PAY VOUCHER *(DA Form 2139).*

☐ DOCUMENTS DISCLOSING CAUSE, REASON, CATEGORY, AMOUNT AND INCLUSIVE PERIOD OF INDEBTEDNESS *(i.e., DD Form 139).* SEE PARA 2-4a(3) FOR ADDITIONAL EXAMPLES.

☐ A COPY OF THE APPLICANT'S LAST PAYMENT VOUCHER FOR ANNUAL TRAINING, IF APPLICABLE.

☐ A COPY OF THE APPLICANT'S LAST W-2 FROM HIS OR HER FULL-TIME EMPLOYER, IF APPLICABLE.

☐ ADDITIONAL INCLOSURES THAT ARE APPLICABLE *(i.e., copy of documentation submitted which authorized receipt of the erroneous payment).* SEE PARA 2-4b, FOR ADDITIONAL EXAMPLES.

☐ MILITARY LETTER BY IMMEDIATE COMMANDER WITH RECOMMENDATION PER PARA 3-1.

☐ INDORSEMENT BY COMMANDER HAVING SPECIAL COURT-MARTIAL JURISDICTION OR ARNG NEXT HIGHER FIELD GRADE COMMANDER WITH RECOMMENDATION PER PARA 3-2.

☐ INDORSEMENT BY COMMANDER HAVING GENERAL COURT-MARTIAL JURISDICTION OR STATE ADJUTANT GENERAL PER PARA 3-4, IF APPLICABLE.

☐ INDORSEMENT BY FAO OR USPFO PER PARA 3-3.